INTEROFFICE MEMORANDUM

TO: ALL STAFF MEMBERS

FROM: RICHARD CARTY, PRINCIPAL

SUBJECT: XEROX MACHINES AND STUDENTS

DATE: 2/12/03

CC:

Under NO circumstances should a student and/or your teacher intern be allowed to use the Xerox machines in this building. Please do not send students to the main office to ask the secretary's to copy for you.

As of this time, all copiers are or should be working. If you experience difficulties with these machines, please call or e mail the main office to let them know.

Paper for the 2nd floor copier will now be available through Mr. Kish.